



CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENT PROGRAM

The Congestion Mitigation and Air Quality Improvement (CMAQ) Program is a planned commitment of Idaho's transportation resources to develop projects and obligate funds for transportation-related air quality projects in a given fiscal period. The following project types and programming categories will be used for the CMAQ program:

CMAQ Project Types

Road Surfacing and Construction (unpaved, graveled and paved)
Dust Control and Prevention
Transit Capital Equipment Purchases
Transit Start-Up & Operation
Intelligent Transportation Systems Planning and Projects
Bicycle and Pedestrian Route Construction
Special Studies, Strategic Planning, and Air Quality Monitoring
Alternative Transportation Education/Promotion/Outreach

STIP Programming Categories

Base and Resurfacing
Misc. Improvement
Transit
Transit Operations
Traffic Signal/ITS
Bicycle/Pedestrian Trail
Air Quality Study
Transit Operations

Project Evaluation Criteria

CMAQ projects shall be evaluated and ranked using air quality and specific project criteria. The following information details the air quality criteria, and then goes into the specific project criteria.

Air Quality Evaluation Criteria/Areas Which Have the Potential to be an Air Quality Problem Area (ranked in order of importance)

1. Areas that are currently designated and/or were previously proposed or designated nonattainment for any criteria pollutant (i.e., Silver Valley, Pinehurst, Sandpoint, Lewiston, Kootenai County, Ada County, Pocatello, and Soda Springs).
2. Areas with ambient monitoring data for any criteria pollutant which have exceeded seventy-five percent (75%) of the applicable National Ambient Air Quality Standards on greater than twenty-five percent (25%) of monitored days annually, based on air quality monitoring for the past three (3) years or at a minimum, one (1) year.
3. An area where air quality monitoring data indicates the likelihood of an air quality problem for new and revised criteria pollutants.
4. Areas that have received multiple formal citizen complaints related to a transportation emissions source, according to IDEQ records or those of other public agencies.
5. Areas where the professional judgment, analysis, and experience of the Idaho Transportation Department (ITD) District staff or IDEQ air quality staff indicate a transportation-related air quality problem exists. In the case of tribal jurisdictions, the judgement, analysis and experience of tribal environmental staff and/or U.S. Environmental Protection Agency staff will be utilized.

Board Policy B-11-05, Congestion Mitigation and Air Quality Improvement (CMAQ) Program, requires uniform statewide comparison of projects for air quality benefit and cost-effectiveness. Cost-effectiveness will be determined by applicants using the following equation to compute cost compared to emissions reductions.

Cost-Effectiveness equation = Annualized Cost divided by kilograms of emissions reductions per year

Specific Project Evaluation Criteria

Additionally, CMAQ projects will be evaluated according to the specific type criteria to assure that real, quantifiable emission reductions are occurring within both regulatory and voluntary frameworks. Other evaluation criteria developed by the U.S. DOT as CMAQ program guidance may also be used to evaluate projects. These criteria shall serve to blend transportation and air quality priorities by addressing critical issues and nexus points. In general, projects should not cause any negative environmental effects.

Road Surfacing Projects-Evaluation Criteria

- Target appropriate season and location of problem;
- Preventative in nature;
- Part of a capital improvement plan for the local jurisdiction;
- Provide long-term solutions;
- Result in reduced maintenance;
- Increase safety;
- Efficient and flexible; and
- Consider benefit/cost and value engineering/project life in choice of surfaces.

Dust Control and Prevention Projects-Evaluation Criteria

- Serve as seed money or pilot projects as part of a long-term implementation plan;
- Purchase additional equipment, as opposed to replacement;
- Meet ITD/IDEQ specifications for such equipment;
- Used in nonattainment and/or problem areas; and
- Coordinate use of equipment to problem relationship for time/frequency/location.

Transit Capital Equipment Purchase Projects-Evaluation Criteria

- Follow all Federal Transit Administration grant requirements;
- Preferably use alternative and clean fuels;
- Demonstrate administrative capacity for operation and maintenance;
- Demonstrate need for purchase (waiting list, ridership trends, planned outreach strategies, etc.);
- Result in intermodal connectivity;
- Decrease VMT (vehicle miles of travel) and congestion (result in mode shift); and
- Flexible use of equipment.

Transit Start-Up and Operation-Evaluation Criteria

- Address an air quality issue which can be aided by new public transit;
- Occur where public transit service is limited or nonexistent;
- Coordinate with all existing public transit service providers in the area;
- Serve as new service provision, not as replacement of existing service;
- Coordinate with ITD-Division of Public Transportation; and
- Short-term duration, with provisions for local long-term operation and maintenance.

Intelligent Transportation Systems Planning and Projects-Evaluation Criteria

- Focus on location to address an identified air quality problem (e.g., corridor, intersection, etc.);
- Cost efficient;
- Offer safety improvements and efficient traffic flow;
- Address system-wide coordination requirements;
- Focus on Carbon Monoxide nonattainment and problem areas;
- Apply signal warrant requirements; and
- Result in a system-wide benefit.

Bicycle and Pedestrian Projects-Evaluation Criteria

- Serve a transportation purpose;
- Link to a community or regional transportation system;
- Operate within three relational aspects of intermodal transportation system (in rank order) through:
 1. *Impact*-designed to reduce the number of vehicles on existing corridors during peak travel volumes;
 2. *Proximity*-serves the same people within the same travel corridor as existing systems and modes; and
 3. *Function*-creates or improves existing system to provide safe and convenient route from origin to destination.
- Be part of a long-range transportation plan at local, district, or state levels;
- Meet design standards specified by the ITD Bicycle and Pedestrian Coordinator, the ITD Design Manual, and/or AASHTO standards (paths, ways, walks, trails, routes, and lanes);
- Document information using acceptable VMT, pedestrian traffic models, actual local studies, links to promotional effort; and
- Designate maintenance responsibilities as noted in A-09-08, Bicycle/Pedestrian Facilities.

Special Studies, Strategic Planning, and Air Quality Monitoring Projects-Evaluation Criteria

- Specific as to their relationship to transportation;
- Focus on direct air quality improvement projects and programs;
- Maintain a defined schedule and set of deliverables;
- Assure scientific/statistical procedures are followed;
- Improve local information and data sources;
- Result in better decision making;
- Eliminate unwarranted future projects; and
- Limit need for future studies.

Alternative Transportation Education/Promotion/Outreach Projects-Evaluation Criteria

- Specific as to their relationship to transportation;
- Maintain a defined schedule and set of deliverables;
- Available as reference information (formal report or summary) for other jurisdictions;
- Improve local information and data sources; and
- Focus on direct air quality improvement projects and programs.

Program Application Requirements

For projects to be considered in the CMAQ program the following requirements and procedures must be completed:

Air Quality Analysis Requirements

Air quality analysis is required for each CMAQ project submittal (one page limit):

1. Project Name, Location, Purpose, and Summary.
2. An explanation of the transportation/air quality problem, including affected population.
3. Project purpose and its connection to local or regional transportation and/or air quality plans.
4. A statement regarding why the project is eligible under Idaho Transportation Board Policy B-11-05, Congestion Mitigation and Air Quality Improvement Program.
5. Future implications for the area if this project is not funded.

Projects that claim specific emissions reductions should also summarize specific reductions (in kilograms/year) and the project's cost-effectiveness (combined one page limit). Procedures for documenting emissions reductions are included in the application package, and will be posted on ITD and IDEQ websites.

Construction Project Requirements

The following CMAQ projects include construction and so must complete construction project requirements:

- Road surfacing and construction
- Bicycle and pedestrian route construction
- Some Intelligent Transportation System (ITS) projects
- Intermodal facilities requiring construction

A State and Local Agreement shall be used as a formal commitment between the state and local agencies to ensure accountability. Additionally:

1. An ITD-2435, Local Federal-Aid Project Request, an ITD-1150, Project Cost Summary Sheet, and an ITD-654, Preliminary Environmental Evaluation,
2. Detailed field review of mile-by-mile costs and needs (i.e., culverts, drainage, R/W, cuts/fills, transmission lines, etc.) to aid in a more accurate preliminary budget analysis and timeframe expectations,
3. Detailed project schedule with appropriate milestones, and
4. Line item budget,
5. Air Quality Analysis.

The field review can be performed in-house or may be contracted out. The reviewer must be someone with appropriate expertise and will be responsible for preparing the cost estimate used in the application. The project's sponsor must certify that a detailed field review has been completed on the construction project application.

Project costs for right of way, utility relocation, and project development costs that follow project approval in the program are reimbursable. ITD specifications will govern engineering requirements and specifications. Materials reports will be required as part of construction projects.

To address resource shortages within ITD and potential project delays for construction projects, local public agencies can contract out to private "ITD-certified" firms for design review and approval (concept and intermediate design).

Non-Construction Project Requirements

The following CMAQ projects must complete non-construction project requirements:

- Transit Capital Purchases
- Transit Start-Up and Operation
- ITS Planning
- Dust Control and Prevention
- Special Studies, Strategic Planning and Air Quality Monitoring
- Alternative Transportation Education/Promotion/Outreach

A State and Local Agreement shall be used as a formal commitment between the state and local agencies to ensure accountability. Additionally:

1. An ITD-2883, Non-Construction Request/Application,
2. Project schedule with appropriate milestones, and
3. Line item budget.
4. Air Quality Analysis.

For public transportation projects, the Division of Public Transportation shall:

1. Work with applicants to ensure vehicle purchases meet all ITD and federal requirements, including, but not limited to:
 - Procurement and bid processes;
 - Americans with Disabilities Act accessibility requirements;
 - Buy America requirements;
 - Pre-award and post-delivery reviews; and
 - New model bus testing.
2. Ensure that ITD is the lienholder on any vehicles purchased by the CMAQ Program for the vehicle's useful life, as required by Idaho Code, 40-514. These vehicles shall be inspected every other year to assure adequate maintenance and service provisions.
3. Limit expenditures of CMAQ funds to transit vehicle capital purchases and ridership-enhancement infrastructure and equipment.
4. Assure that operations and maintenance expenditures are not included in capital purchase projects.

Funding Distribution and Limitations

Preference in funding will be given to CMAQ projects that:

- Are measures, plans, and programs which either are, or have been developed as part of the *Plan for the Control of Air Pollution in the State of Idaho*; and
- Are designed for areas that are nonattainment for any criteria air quality pollutant or have the potential to be an air quality problem area in the near future (and as further defined above).

A statewide limitation of \$2,000,000 per year for all CMAQ projects in *out years* will be applied to long range, multi-year construction projects. (*Out years* are those years beyond the funding timeframe currently under consideration.) This limitation will allow complex construction projects to be added in *out years* while maintaining funding for short-term, streamlined projects. Phasing of projects, consistent with Board Policy, B-11-05, is highly encouraged for the same reason.

Increases in project costs are the responsibility of the project applicant.

Program Outreach Component

A program outreach component will begin in fiscal year 2000. The effort will include:

- Local Highway Technical Assistance Council (LHTAC), Metropolitan Planning Organizations (MPOs), and IDEQ, working with ITD to coordinate a CMAQ Workshop component within annual Local Public Agency Meetings at each of the Districts.
- The use of a letter of interest from potential applicants to request an application.
- The appointment of a formal District contact, either the Local Roads Coordinator or the District Planner by the District Engineer. This contact shall be trained in the CMAQ program process and serve as a mentor through the project application process.
- Monthly newsletters from LHTAC to the local highway organizations to inform local agencies of upcoming meetings and program solicitations.

CMAQ Technical Review Committee

A Technical Review Committee shall be selected from across the state to access unique input and abilities of a variety of individuals. Members of the Technical Review Committee who must travel from outside of the Treasure Valley to attend committee meetings will be reimbursed in accordance with State of Idaho per diem and travel policies.

Program Award Process

The CMAQ Program is based on local and regional applications, processed through each District (and prioritized by metropolitan planning organizations, as available), for presentation and evaluation by the Technical Review Committee. The Technical Review Committee makes the final recommendations to the Idaho Transportation Board regarding funding priorities that are based on air quality benefit and cost-effectiveness and specific project criteria.

Once the project is approved by the Board, the ITD District Contact negotiates a mutually acceptable timeline with the applicant to define reasonable review and submittal timeframes and a critical path schedule as part of the State and Local Agreement.

Project Close-Out Documentation

A formal feedback process shall be included in the project's closeout documentation to ensure continued improvements and a long-term quality focus. The following steps are included:

1. Survey applicants.
2. Determine the projected and actual line item costs, as available.
3. Determine if original and actual schedule milestones were changed.
4. Follow-up by telephone sample of less successful projects (Applicants and District Contacts).
5. Identify "what went well" or recommend "mid-course corrections."
6. Follow-up with potential applicants, who formally requested an application packet, but did not apply. Determine reasons why and consider input for following application cycle.

Signed _____
DWIGHT M. BOWER
Director

Date: 6-1-99 _____

This policy is based on:

- Federal Regulations, Idaho Code, AASHTO standards, and other national organization standards that address transportation-related congestion mitigation and air quality improvement
- Board Policy, B-11-05, Congestion Mitigation and Air Quality Improvement (CMAQ) Program
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Chief Engineer, Public Transportation Administrator, and Transportation Planning Administrator

Direction for activity and results delegated to:

- District Engineers, Section Managers, and other personnel as assigned

Department procedures contained in:

- This policy

Former dates of A-11-05:

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Cross-reference to related Administrative Policies:

- A-09-04, CORRIDOR PLANNING FOR IDAHO TRANSPORTATION SYSTEMS
- A-09-08, BICYCLE/PEDESTRIAN FACILITIES
- A-11-01, STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
- A-11-02, HIGHWAY DEVELOPMENT PROGRAM
- A-11-03, TRANSPORTATION ENHANCEMENT PROGRAM